

Responsibilities of Technical Assistance Team (TAT) Members

Under Indiana Code 20-31-9-3 the state board shall establish and assign an expert team to the school to conduct a quality review. The technical assistance team is charged with two responsibilities under Indiana Code 20-31-9-3: (a) assist schools in revising the school's plan and (b) recommend changes that will promote improvement, including the reallocation of resources or special requests for technical assistance.

The team itself is comprised of expert members, including a leader and a representative from the community/region that the assigned school serves. Team member responsibilities are outlined below.

TAT members:

- Approach the work of the team in a spirit of cooperation, collegiality, integrity and respect. **"Seek to understand before being understood."**
- Attend scheduled TAT meetings and related obligations:
 - ½-day training for all TAT members.
 - 2-day on-site school review for members to
 - Observe and make notes in the IDOE record keeping book.
 - Debrief at the end of the day.
- Read preparation materials prior to meetings to ensure active, informed participation.
- Actively engage in assigned duties and tasks.
- Follow the direction of the team lead.
- Maintain professional conduct at all times.
- Respond to requests in a timely manner.
- Maintain confidentiality, when appropriate and avoid conflicts of interest.

Additional Responsibilities of the IDOE Technical Assistance Team (TAT) Leader

In addition to the duties above, the IDOE team lead has additional responsibilities.

The TAT leader:

- Exercises general supervision over the team.
- Ensures the team is fulfilling all aspects of its responsibilities.
- Conducts meaningful and productive team meetings.
- Speaks knowledgeably and as one voice for the team.
- Monitors the professional image of the team.
- Develops a written report within five days of the review.



Important Dates and Locations for TAT Members

South Bend Community School Corporation:

Training –

Web based training on **Monday, October 17**. All TAT members will be required to participate in the training session prior to their participation with the TAT and subsequent School Quality Review.

School Quality Review –

Two-Day School Quality Review on **Wednesday, October 19** to **Thursday, October 19** from 7:30am until 5:00pm each day at Dickenson Fine Arts Academy. All members of the team must be present the entire time over the two day visit.

Evansville-Vanderburgh School Corporation:

Training –

Web based training on **Monday, October 31**. All TAT members will be required to participate in the training session prior to their participation with the TAT and subsequent School Quality Review.

School Quality Review –

Two-Day School Quality Review on **Wednesday, November 2** to **Thursday, November 3** from 7:30am until 5:00pm each day at Glenwood Leadership Academy. All members of the team must be present the entire time over the two day visit.

In signing this document, I am fully committed to the duties and responsibilities outlined above.

Printed Name _____

Signature _____ Date _____